

POSITION DESCRIPTION

JOB TITLE: Administrative Program Assistant/POWTS Plan Reviewer

DEPARTMENT: Zoning/Sanitation

DIRECT REPORT TO: Zoning/Sanitation Administrator

GRADE: 10

FT. X **PT.**

NON-EXEMPT: X **EXEMPT:**

A. GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:

This position provides administrative, highly technical and clerical assistance to the County Zoning Administrator. This position performs highly independent program support. Assists the department director with coordinating the overall program and office activities. Office Manager – Land, Parks, Forestry, Zoning & Sanitation Departments. Ability to travel for professional improvement training sessions and continuing education. This position also acts as the secretary/receptionist for the Parks & Forestry Department as needed.

B. DISTINGUISHING FEATURES OF THE POSITION:

- The Zoning and Sanitation Administrative Program Assistant, POWTS Plan Reviewer, must be thoroughly familiar with the local, state and federal regulations and mandates under which the department functions including: The State Department of Commerce POWTS Program, State Department of Commerce Agent Status Plan Review Program, Juneau County Private Sewage Disposal System Ordinance, Juneau County Shoreland/Wetland Zoning Ordinance, Juneau County Floodplain Zoning Ordinance, Juneau County Comprehensive Zoning Ordinance, Juneau County Land Division Ordinance #23, Juneau County Non-Metallic Mining Ordinance, Juneau County Septic Tank Maintenance Program, Wisconsin Fund Grant Program, Juneau County Board of Adjustment Procedures and Bylaws, Parks & Forestry Programs & Procedures and Parks Reservations.
- Requires use of Microsoft Word, Microsoft Excel, Word Perfect, PV-Web, Department of Commerce Plan Review software, and Parc software and other computer programs and software as needed by Zoning/Sanitation Department and the Land, Forestry and Parks Department.
- Requires the knowledge of the working components and concepts of all the various types of sewage disposal systems to accurately perform plan reviews.
- Requires the knowledge to interpret soils.
- Administers the Private Sewage Septic System Maintenance Program. Inputting and tracking approximately 4,000 + 300 more inspections per year.
- Has knowledge and understanding of the Department of Commerce Chapters Comm. 2,3,5,81-87, 91 and other Commerce codes that this Department Administers.
- Is familiar with Wisconsin Administrative Codes, NR 113, 115, 116, 135 and other Natural Resources Wisconsin Administrative codes pertaining to the ordinances and laws which this Department enforces.
- Is familiar with State Statutes Chapter 101, 145, 236 and other Statutes that pertain to the ordinances and laws that this Department Administers.
- Has ability to interpret plat maps, survey maps, subdivision plats, parcel maps floodplain maps, wetland maps, aerial photos, fire number maps and legal descriptions.
- Has thorough knowledge of county accounting procedures, policies and budget preparation.
- Has knowledge of timber sale policy/procedure.

C. ESSENTIAL FUNCTIONS:

- Reviews and issues Sanitary Permits.
- Reviews and issues Shoreland/Floodplain building permits.
- Reviews and issues Land Use permits.
- Validates and reviews POWTS plans for completeness and compliance.
- Assists Contractors with plan submittals, corrections, etc.
- Prepares approval, denial or correction letters for POWTS plans.
- Ability to interpret site and soil evaluation reports.
- Administers the Private Sewage Septic System Maintenance Program as required by the Wisconsin Administrative Code.
- Ability to efficiently schedule inspections within given time constraints.
- Retrieves and verifies files, plans etc. for owners, agents, contractors, etc.
- Administers initial phases of survey map and plat review and approval process.
- Assists in the preparation for reimbursement to County Residents for funds under the State of Wisconsin Fund Grant Program.
- Assists in the administration, permit application and issuance, record keeping and enforcement activities of the Non-Metallic Mining Reclamation Ordinance.
- Assist the department staff in the use of computer software programs.
- Assist clients with floodplain, wetland map information.
- Assist clients with Private On-Site Waste Disposal System information.
- Corresponds with State Departments and Personnel.
- Receives and processes violation reports and complaints.
- Receives, records and deposits in the proper accounts state grant monies, sanitary permit fees, building permit fees, plan review fees, survey fees, non-metallic mining fees and other miscellaneous accounts receivable.
- Schedules, prepares public notice, attends, takes, prepares and submits minutes and prepares final decision for the Juneau County Board of Adjustment.
- Assists in preparation of the Department of Commerce Plan Review Audit.
- Assists in preparation of the Annual State Activity Compliance Audits. (Commerce Private Sewage, Wisconsin Fund and DNR-Shoreland & Floodplain)
- Assists in preparation of the Annual Report to the County Board.
- Attends continuing education sessions and workshops as requested or required.
- Performs fieldwork duties when assistance is needed by the Zoning Administrator to carry out inspections and other required tasks of the department.
- Deals directly with surveyors, lawyers, realtors, land developers, land owners, etc.
- Works closely with the Register of Deeds, Land Information and County Surveyors Departments.
- Prepares computerized forms, progress reports and correspondence.
- Updates Zoning/Sanitation, Non-Metallic Mining, Survey review and Plan review computerized data as needed.
- Assist clients with Fuel wood permits & Moss tags.
- Assists in taking camping reservation for Parks Department.
- Prepare vouchers and assists with fiscal budget preparation.
- Prepares, submits and files county payroll reports.
- Maintains office inventory records.
- Inventories and maintains office supplies.
- Serves as receptionist, screens or refers incoming calls.

D. QUALIFICATIONS/EDUCATION/EXPERIENCE:

Must have:

- Ability to utilize various computer software programs as listed in **DISTINGUISHING FEATURES** above.
- Knowledge of county, state and federal programs pertaining to regulations and mandates under which the department functions.
- Ability to read, fully understand and comprehend POWTS plans for accurate review.
- Ability to read and comprehend blueprints, plans and maps.
- Ability to work independently with little or no supervision.
- Ability to meet and communicate effectively with the public (essential to be able to collectively handle conflict situations.)
- Considerable knowledge of accounting and budgetary principles and practices.
- Experience in the secretarial/clerical field.

E. EDUCATION/EXPERIENCE:

Two years education in computer operation, accounting and secretarial/clerical training or any combination of training and experience which provides the required knowledge, skills and abilities.

F. ENVIRONMENTAL WORKING CONDITIONS AND PHYSICAL DEMANDS OF THE POSITION:

Extensive time spent keyboarding. Sitting at desk, standing at counter for extended periods of time and walking to other offices. Some bending and stooping.

G. EQUIPMENT USED:

Computer, typewriter, calculator, copier, plat books, fax machine, telephone, blueprint machine, various maps, codebooks, charts & graphs, laser level.

EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Modified 8/2017